

471-000-13 Instructions for Completing Form DM-27M, "ICF Utilization Review Minutes"

Use: Form DM-27M, "ICF Utilization Review Minutes," is used by the medical review team to summarize the six-month utilization review.

Number Prepared: Usually two copies of Form DM-27M are completed. Three copies are completed if the county needs to be notified of any special recommendations.

Completion: The medical review team completes Form DM-27M as follows:

Enter the facility name and address, the date of review, the number of clients reviewed, and the names of the utilization review team members.

For each client, enter the client's Social Security number, code, county of responsibility, and recommendations.

The chairman of the utilization review team shall sign Form DM-27M.

Distribution: The medical review team retains one copy of Form DM-27M and sends one copy to the facility. The third copy, if prepared, is sent to the client's county of responsibility.

Retention: The medical review team and the county retain Form DM-27M for three years. The facility retains Form DM-27M according to the facility's retention schedule.



## ICF UTILIZATION REVIEW MINUTES

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### Chairman of Utilization Review